

**TOWNSHIP TRUSTEES' BULLETIN
and Uniform Compliance Guidelines**

Volume 230, Page 1

August 1995

ITEMS TO REMEMBER

SEPTEMBER

- | | | |
|-----------|-----|---|
| September | 4: | Legal Holiday - Labor Day (IC 1-1-9-1) |
| September | 5: | On or before the fifth day of each month the Trustee shall file with the secretary of the Township Board of Finance a verified statement which shall reconcile, as of the last day of the preceding month, the balance of public funds as disclosed by his or her records with the statement of the balance made by the depositories. (IC 5-13-6-1) |
| September | 16: | Last day to file budgets with County Auditor (at least two (2) days prior to the first meeting of the County Board of Tax Adjustment if applicable. (IC 6-1.1-17-5) |
| September | 18: | Meeting of County Tax Adjustment Board, (IC 6-1.1-29-4). Each County Tax Adjustment Board, if applicable, shall hold its first meeting of each year on September 18th or on the first business day after September 18th if September 18th is not a business day. |

OCTOBER

- | | | |
|---------|----|---|
| October | 1: | On or before this date all duties of the County Tax Adjustment Board must be completed, except for a consolidated city or county. (IC 6-1.1-17-9) |
|---------|----|---|

Last date to file appeals for an excessive tax levy. (IC 6-1.1-18.5-12).

As soon as the budgets, tax rates, and tax levies are approved or modified by the county board of tax adjustment, the county auditor shall within fifteen (15) days prepare a notice of the tax rates to be charged on each one hundred dollars (\$100) of assessed valuation for the various funds in each taxing district. The notice shall also inform the taxpayers of the manner in which they may initiate an appeal of the county board's action.

The county auditor shall post the notice at the county courthouse and publish it in two (2) newspapers which represent different political parties and which have a general circulation in the county. (IC 6-1.1-17-12)

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ITEMS TO REMEMBER
(CONTINUED)

- October 5: On or before the fifth day of each month the trustee shall file with the secretary of the Township Board of Finance a verified statement which shall reconcile, as of the last day of the preceding month, the balance of public funds as disclosed by his or her records with the statement of the balance made by the depositories. (IC 5-13-6-1)
- October 9: Legal Holiday - Columbus Day (IC 1-1-9-1)
- October 15: Last day to make pension report and payment for third quarter by townships participating in PERF.
- October 31: Last day to file quarterly report for third quarter to Internal Revenue Service.

NOVEMBER

- November 5: On or before the fifth day of each month the trustee shall file with the secretary of the Township Board of Finance a verified statement which shall reconcile, as of the last day of the preceding month, the balance of public funds as disclosed by his or her records with the statement of the balance made by the depositories. (IC 5-13-6-1)
- November 7: Legal Holiday - Election Day (IC 1-1-9-1)
- November 11: Legal Holiday - Veterans' Day (IC 1-1-9-1)
- November 23: Legal Holiday - Thanksgiving Day (IC 1-1-9-1)
- November 30: On or before June 1 and December 1 of each year (or more frequently if the County Legislative Body adopts an ordinance requiring additional certifications) the Trustee shall certify a list of the names and addresses of each person who has money due from the township to the County Treasurer. (IC 6-1.1-22-14)

STATE BOARD OF ACCOUNTS CALLED MEETING

Once again the State Board of Accounts anticipates (in accordance with IC 5-11-14-1) calling a meeting of all Township Trustees in conjunction with the Township Convention November 16 through November 18, 1995 in Indianapolis. Many items pertaining to our audits of townships will be discussed at our meeting on Thursday, November 16, 1995. Please make plans to attend the meeting and the Township Convention.

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PUBLIC ENTITY RISK POOLS

Many governmental entities are joining together in order to share the risk for certain losses by forming a Public Entity Risk Pool. Statement Number 10 of the Governmental Accounting Standards Board "Accounting and Financial Reporting for Risk Financing and Related Insurance Issues" (GASB 10) establishes accounting and financial reporting standards for risk financing and insurance-related activities of state and local governmental entities, including Public Entity Risk Pools. The statement defines a Public Entity Risk Pool as a cooperative group of governmental entities joining together to finance an exposure, liability, or risk. Risk may include such things as property and liability, workers' compensation, or employee health care. The requirements of the statement that affect Public Entity Risk Pools are effective for periods beginning after June 15, 1990. The requirements affecting governmental entities other than Risk Pools is effective for periods beginning after June 15, 1994.

In some cases, the records and accounts of the Risk Pool are being maintained by one of the participating governmental entities. The State Board of Accounts is of the audit position that since a Risk Pool is normally a legally separate entity, all records of the Risk Pool should be maintained separately from the records of the governmental entity, including any salaries and related expenses of employees of the Risk Pool.

PAYMENT OF FUNDS DUE DECEASED PERSON

The State Board of Accounts is often asked the correct method of making payment of money due an official, employee, or other person who has died. The following procedure is authorized by IC 29-1-8-1.

If an executor, administrator or personal representative has been designated by the court, payment should be made to such executor, administrator or personal representative. Payment may be made to the widow, or if there is no widow, then to the distributees of an estate without awaiting the appointment of a personal representative or the probate of a will when (a) no petition for the appointment of a personal representative is pending or has been granted, and (b) forty-five (45) days have elapsed since the death of the decedent, and (c) the value of the gross probate estate less liens and encumbrances thereon does not exceed fifteen-thousand dollars (\$15,000), and (d) there is furnished to any person owing any money, having custody of any property, or acting as registrar or transfer agent of any evidence of interest, indebtedness, property or right, an affidavit showing the existence of the foregoing conditions and the right of the widow or distributees to receive such money or property or to have such evidences transferred, or there is furnished to such party an order of the court having jurisdiction of such estate authorizing the transfer of such assets to such widow or distributees.

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STATE OF INDIANA)
COUNTY OF _____) SS:

**AFFIDAVIT FOR TRANSFER OF ASSETS
WITHOUT ADMINISTRATION**

_____, being first duly sworn upon _____ oath deposes and says:

1. That _____ died on the ____ day of _____, 19__ (testate), (intestate) while domiciled in _____ County, Indiana.
2. That no petition for the appointment of a personal representative of his estate is pending or has been granted.
3. That forty-five days have elapsed since the death of said decedent.
4. The value of the gross probate estate less liens and encumbrances thereon does not exceed fifteen thousand five hundred dollars (\$15,000).
5. That this affiant is a (widow) (widower) (distributee) of said decedent and is entitled to receive without administration the following listed property from the person, firm or corporation listed opposite said property subject to the items and encumbrances thereon.

KIND OF PROPERTY	WHERE LOCATED	VALUE	LIEN OR ENCUMBRANCES IF ANY	NAME AND ADDRESS OF PERSON, FIRM OR CORPORATION HOLDING PROPERTY OF DECEDENT
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

This affidavit is made for the purpose of inducing the above named holders of said decedent's property to turn said property over to this affiant as provided by law.

AFFIANT

ADDRESS

Subscribed and sworn to before me this ____ day of _____, 19__

Notary Public

My Commission Expires: _____